

LIBRARY MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Library Manager exists is to supervise one of the major library programs. This position assists the Library Director with the administration of the City's Library services and functions and performs responsible administrative, professional and technical library work at the middle management level in the Community Services Department. This classification supervisory. Work is performed under general supervision by the Library Director.

ESSENTIAL FUNCTIONS

Plan, organize and manage the activities and staff of a library program.

Develop, implement, enforce and monitor the policies, procedures and regulations of the library. Develop, implement, and monitor goals and objectives for a library program.

Develop and monitor the budget for assigned library program and participants in the development of the library department budget.

Prepare oral and written reports for City Council, City Management and other organizations.

Act in the absence of the Library Director. Represents the Library at conferences and meetings.

Analyze, plan, and participate in the development of capital improvement projects; monitor projects during progress.

Assesses needs and develops and implements library programs to meet the needs of citizens, schools and other organizations and agencies on and off site.

Select, train, evaluate, recommend development opportunities for supervisory, professional, para-professional and clerical staff; recommends to the Library Director any personnel actions required.

Prepare quality detailed written reports. Direct and participate in research on specific aspects of the library program, development and library trends; and manage a specific portion of the library materials budget.

Support an environment that encourages risk taking, team work and change to improve or enhance service delivery and employee opportunities on a system wide basis.

Communicate library policies to employees, volunteers, and customers and is open to ideas and suggestions from any area.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Theories, principles, practices, and techniques of personnel management and administration

Theories of technology of library science and library administration.

Budget development, preparation and monitoring.

Electronic information technologies and library automated systems.

Ability to:

Supervise, train and develop employees effectively.

Effectively administer a library program.
Plan, organize and manage the activities and staff of multiple functional areas.
Interpret library policies and communicate library services to the public.
Monitor and evaluate program outcomes.
Perform research, analyze outcomes, make recommendations, implement changes, and evaluate results.
Make recommendations and communicate effectively in verbal and written form.
Operate a personal computer and other standard office equipment.
Establish and maintain effective working relationships with co-workers, all levels of City staff, other library professionals, and the general public.
Listen and provide effective feedback
Maintain regular consistent attendance and punctuality.

Education & Experience

Bachelor's degree in Liberal Arts, Business Administration or related field and four years of increasingly responsible library experience at the professional level, with supervisory experience. A Master's degree in Library Science is desirable. A current, valid Arizona driver's license with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified